



WASHINGTON MILITARY DEPARTMENT POLICY

Human Resource Procedure Number 03-208-05

CERTIFICATION PROCEDURE FOR NON-REPRESENTED EMPLOYEES

Supersedes all previous Washington Military Department policies and documents of the same or similar name prior to the effective date of this policy.

Effective July 1, 2005

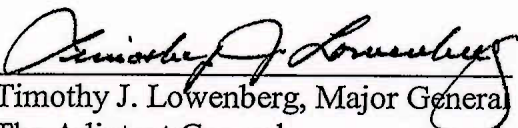
1. **Purpose.** To define the Department's Certification Procedure for Non-Represented Employees as required in WAC 357-16-120.
2. **Applicability.** This policy applies to all Washington Military Department (WMD) non-represented state employees in Washington Government Service (WGS) appointments. It does not apply to Department employees that are in Collective Bargaining Units and / or that are covered by Collective Bargaining Agreements. Additionally, it does not apply to guard members on state active duty or federal personnel to include Active Guard Reservist (AGRs), traditional guard personnel in federal military status or military technicians.
3. **Reference.**
 - a WAC 357-16, Recruitment, Assessment, and Certification.
 - b WAC 357-19, Appointment and Re-employment.
4. **Definitions.**
 - a. Certification. The act of referring eligible candidates to the employing official for further consideration
 - b. Competencies. Those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.
5. **General Provisions.** The interest of the Military Department and our customers is promoted when we hire the best talent available. The employees of the Military Department represent a key source of highly capable applicants. Our needs as an employer are best served by not establishing a limit on the number of names certified to vacancies. Therefore, the Military Department will consider all candidates who meet the competencies and other requirements of the position.
 - a. Number of Names Certified.
 - i. Division Directors, in consultation with the Human Resource Division (HRD), will determine the number of names to be certified for each vacancy on a case-by-case basis.

- ii. The number of names certified will be based on the occupational category, job market, competencies, organizational need and other job related requirements as determined at the time of the recruitment.
- b. Applicant Screening. The processes for determining the applicants certified are based on the size of the applicant pool, job related competencies/requirements and organizational needs. This may include but are not limited to:
 - i. a review of applications or resume reviews;
 - ii. pass/fail skill tests;
 - iii. supplemental questionnaires; and/or
 - iv. identification of job-related competencies to narrow the field of job seekers that will be considered for inclusion within the certified pool.
- c. Supplemental Certification. In accordance with WAC 357-16-140, the Department may use supplemental certification to increase diversity of the applicant pool for Persons of Disability, Vietnam Veteran, Disable Veteran, and persons over 40 years of age. Supplemental certifications are permitted only when all of the following occur.
 - i. There is an incomplete certification. This is when the number of eligible candidates being certified is fewer than the total number of candidates eligible for certification.
 - ii. The Department's approved affirmative action plan shows that a goal exists in the job category for the particular affected group; and
 - iii. There are no individuals on the internal layoff list or statewide layoff list for the class who satisfy the competencies and other position requirements for the position.
- d. Veterans Preference will be granted in accordance with WAC 357-16-110.
- e. Transition Pool Candidates (TPC). The Department must certify TPC names along with the other names in the candidate pool provided:
 - i. There are no internal layoffs.
 - ii. TPC satisfies the competencies and other requirements of the position.
- f. Department approved training programs. Employees who have completed Department approved training programs may be certified along with the other names in the candidate pool provided they meet the competencies and other position requirements.

- g. Reemployment. The Department may reemploy former permanent state employees who have left state service without certification provided:
 - i. There are no eligible candidates on either the internal or statewide layoff lists.
 - ii. They satisfy the competencies and other requirements of the position to which the employee is being reemployed (WAC 357-19-455).
 - iii. Prior to reemployment to the Military Department, the former permanent employee must submit an application for reemployment and other documents required by the Department at the time of application.
- h. Internal Disability Separated Applicants. Former Department permanent employees who were disability separated will be treated as internal promotional candidates for internal certification purposes, provided:
 - i. They are eligible for reemployment in accordance with WAC 357-19-465.
 - ii. They satisfy the competencies and other requirements of the position.
 - iii. The appointment is within two years from the date of disability separation in accordance with WAC 357-19-465 and 357-129-470.
- i. Certification Process
 - i. In consultation with the Human Resource Division (HRD), the hiring authority identifies the specific competencies and other requirements needed for the position.
 - ii. In accordance WAC 357-16-075, job related screening methods may be used to limit the number of eligible applicants to be considered further or admitted to an examination. The screening can occur prior to or after a certification.
 - iii. The HRD will certify the names of applicants. All applicants on the certification regardless of status, shall meet the competencies and other requirements of the position being filled in accordance with WAC 357-19-015.
- j. Order of names certified. The order of names depends on whether or not there are internal layoff, statewide layoff and or Transition Pool Candidates list that satisfy the competencies and other requirements of the position.
 - i. Certifications with Qualified Internal Layoff or Statewide Layoff Candidates.
 - (a) Internal layoff / Internal Promotional Candidates. If there are qualified candidates on the internal layoff list, the certification will contain the names of all eligible candidates on

the internal layoff list and promotional candidates as defined in the Promotional Policy for Non-Represented Employees (policy # 03-208-05).

- (b) Statewide layoff / Internal Promotional Candidates. If there are no qualified candidates on the internal layoff list and there are qualified candidates on the statewide layoff list, the certification will contain the names of all eligible candidates on the statewide layoff and promotional candidates as defined the Promotional Policy for Non-Represented Employees (policy # 03-208-05)
 - i) If there are less than 10 eligible candidates available on the Statewide Layoff / Internal Promotional lists, the names of other eligible candidates may also be certified.
 - ii) If the Department certifies other eligible candidates, all Transition Pool Candidates (TPC) who satisfy the competencies and additional position requirements must be certified.
- k. Certifications without Qualified Internal Layoff or Statewide Layoff Candidates.
 - (a) If there are no qualified candidates on the internal or statewide layoff list, the Military Department may certify other available eligible candidates. All TPC who satisfy the competencies and additional position requirements must be certified.


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June 23, 2005
Date